



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR PROGRAMMER ANALYST (SUPERVISOR)

\$5,850.00 - \$7,689.00

INFORMATION TECHNOLOGY DIVISION

APPLICATION DEVELOPMENT AND MAINTENANCE BUREAU (ADAM) SACRAMENTO

RESPONSIBILITIES:

Under the general direction of the ADAM Bureau Chief, a Data Processing Manager III, the Senior Programmer Analyst (Supervisor) supervises the most complex electronic information processing systems and projects in the Enterprise Application Support 4 unit. The incumbent also assists in the acquisition of necessary resources; monitors Information Technology (IT) expenditures; facilitates meetings with clients; prepares budget requirements for new application IT projects; plans, directs, organizes and assigns staff projects; and prepares procurement and justification documents, which could include feasibility study reports.

In order to meet program goals and objectives, supervises the activities of the analysts responsible for project management, application development, testing and quality assurance activities. Provide project management oversight to all projects within the section, negotiate priorities with customers, track and monitor resource usage. Provide leadership through participation in the development and oversight of processes and procedures in support of ITD standard application development methodologies and technical tools in support of the standard development life cycle. Plans, directs and coordinates staff activities, using appropriate supervisory measures and departmental standards and guidelines. Assigns workload to subordinate staff and provides comprehensive expectations on assignments, tasks and desired outcomes. The incumbent will also be responsible for the hiring, promotion and retention of qualified employees, assessing and providing necessary staff training and mentoring, prepares formal training plans necessary to ensure staff has the skills required to perform their duties.

DESIRABLE QUALIFICATIONS:

TECHNICAL SKILLS

- Proficiency with APEX, Microsoft ASP.NET, C#, web services, XML, XHTML, and JavaScript. Knowledge and experience using Microsoft SharePoint, CRM, SQL Server Reporting Services
- Knowledge of Structured Methodology, and the application development life cycle
- Strong knowledge and experience in systems analysis/design and computer programming techniques
- Experience with Oracle Developer Suite is a plus

INTERPERSONAL SKILLS

- Ability to interact well with others using tact, poise and effective communication skills.

12/20/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility, utilize sound judgment; loyalty; and discretion. Efficiency and accuracy complete data entry work. Demonstrated ability to organize and prioritize work.

WHO MAY APPLY: Applications will be accepted from current State employees at the Senior Programmer Analyst (Supervisor) level, those within transfer range, or those who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Send a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Senior Programmer Analyst (Supervisor) # 413-105-1584-xxx" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or email tina.brown@insurance.ca.gov.

FINAL FILING DATE: December 30, 2013 by 5 p.m., Close of Business

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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